

LANCASTER COUNTY
COUNTY RECORDS SPECIALIST III

NATURE OF WORK

This is highly responsible clerical work coordinating County Board meeting agendas, transcribing meeting minutes and preparing follow-up correspondence.

Work primarily involves publicizing and preparing County Board meeting agendas; taking general meeting notes and monitoring recording equipment; transcribing recording tapes of meeting activity; and performing follow-up correspondence for subsequent meeting minute dissemination per office guidelines and format. Work also involves assisting the public with marriage licenses, partnerships, military discharges and tax protests. General supervision is received from an administrative superior with work reviewed in the form of accuracy, promptness and compliance with office standards.

EXAMPLES OF WORK PERFORMED

Observe public meeting notice requirements for publication of County Board meeting agendas; prepare meeting room, equipment and materials for County Board and Board of Equalization meetings; file agenda exhibits/documents and submit agenda for Internet access; transcribe minutes and audio tapes; review documentation for necessary signatures, dates, seals and/or notaries; prepare follow-up correspondence and certifications and process associated incoming mail; copy and distribute meeting minutes; may assign subordinate work in absence of administrative superiors.

Assist the public in filing marriage licenses, partnerships, military discharges and tax protests; determine and collect appropriate fees; reconcile cash receipts and prepare bank deposit statements; ensure proper documentation/validation prior to providing requested information; access historical files and records; screen and forward incoming telephone calls providing direct assistance when possible.

Operate scanning equipment in order to index and file County documents; locate documents for City/County employees and the general public as requested; assist in developing and maintaining the departmental web site; assist in developing and revising office protocols and procedures; maintain office reference manuals; perform physical and computerized filing tasks.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern office equipment, protocols and practices.

Considerable knowledge of personal computer systems, audio recording and transcription equipment, including knowledge of building Internet web sites, HTML or similar language.

Considerable knowledge of records and information management equipment and systems.

Ability to efficiently prioritize work assignments and complete work within identified timelines.

Ability to gather data, synthesize information and interpret and follow detailed instructions.

Ability to index, file and maintain accurate records.

Ability to interact with the general public in a tactful and courteous manner through direct communication, telephone and mail contact.

Ability to communicate effectively both orally and in writing including the ability to take extensive notes and transcribe lengthy communications.

Skill in the operation of a computer, transcription devices and related office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an Associate's Degree or equivalent in the area of general business or office administration and considerable experience in transcription or stenography.

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree or equivalent in the area of general business or office administration and experience in transcription or stenography or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

4/99

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